



P.O. Box 168025
Sacramento, CA 95816

Providing information technology services to
California Health and Human Services Agency Departments

JOB OPPORTUNITY



Arnold Schwarzenegger,
Governor

CLASSIFICATION: Staff Services Manager II, Supervisory
Limited Term (24 Months)

POSITION LOCATION: HHSDC Training Center
9323 Tech Center Drive, Suite 100
Sacramento, CA 95826
(Please do not send applications to the above address)

FREE PARKING

SALARY: \$5,211 - \$6,286

Duties/Responsibilities:

Under the general direction of the Deputy Director of the Enterprise Services Division, directs all activities of the Health & Human Services Agency Data Center (HHSDC) Information Technology (IT) Training Center. Independently provides leadership, guidance, and support in the oversight of the IT Training Center operations, including marketing to a national audience, developing and implementing statewide IT training programs, developing lower cost distribution channels, contract negotiations, staff development, budgets, and fiscal accountability. Provides direction in the development of the IT Training Center's Strategic Plan. Implements advanced business practices to ensure efficiency and effectiveness in a highly complex IT training environment. Frequently interacts with high level government and private sector executives on a national level. Responsible for delivering IT training to over 230 government departments statewide.

Desirable Qualifications:

- Understanding of the importance of good customer service and the necessity of effective communication to meet customers' business needs.
- Knowledge of nationwide IT training trends and requirements.
- Knowledge of statewide budget policies/procedures to plan for future business needs.
- Knowledge of statewide contracting regulations and policies.
- Ability to analyze and interpret complex IT technical specifications and literature provided by customers and vendors to determine technical feasibility in the design, development, and implementation of training curricula.



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- Ability to oversee the HHSDC Training Center budget to assure expenditures are within the approved spending plan.
- Ability to negotiate effectively with training vendors to provide customized training specific to a customer's needs on a nationwide basis.

Who May Apply:

- State employees who are at or have lateral transfer eligibility to the Staff Services Manager II classification.
- Persons who have list eligibility. (If applicable, please indicate that you have list eligibility for this classification on your application.)
- SROA/Surplus candidates are encouraged to apply. (If applicable, please indicate on your application that you are an SROA/Surplus candidate.)

Inquires regarding this position may be directed to Martin LaFon at (916)739-7618.

Please reference RPA# 05-023 on your application.

**APPLICATIONS RECEIVED WITHOUT AN RPA # REFERENCED WILL BE
CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED FOR THIS POSITION.**

Final Filing Date: Until Filled

Submit applications/resumes to:

Health and Human Services Data Center
Human Resources Branch
Attn: Traci Pilgrim RPA # 05-023
P.O. Box 168025
Sacramento, CA 95816

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.